



Europäisches Patentamt
European Patent Office
Office européen des brevets



⑪ Publication number: **0 601 696 A1**

EUROPEAN PATENT APPLICATION

② Application number: 93308002.0

⑤ Int. Cl.5: B41L 1/36, B41L 1/24

② Date of filing: 07.10.93

③ Priority: 25.11.92 GB 9224678

④ Date of publication of application:
15.06.94 Bulletin 94/24

③4 Designated Contracting States:
AT BE CH DE DK ES FR GB GR IE IT LI LU MC
NL PT SE

71 Applicant: **DRAKES OFFICE SYSTEMS LIMITED**
Wallis House,
24 High Street,
Ewell
Epsom, Surrey KT17 1SJ(GB)

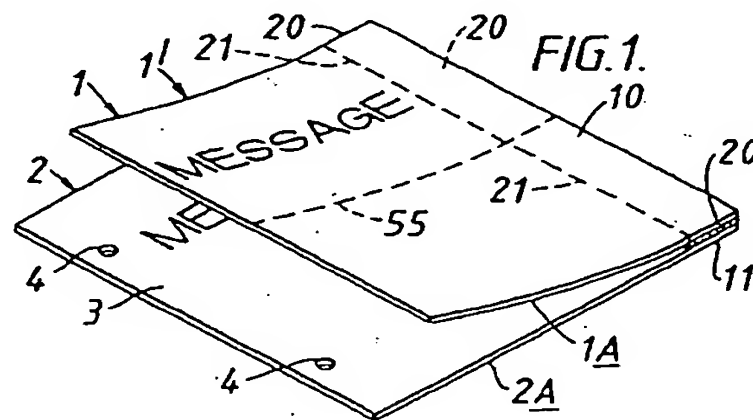
72 Inventor: Drake, Thomas Roger
62 Downs Wood
Epsom Downs, Surrey KT18 5UL(GB)

74 Representative: Walters, Frederick James
Urquhart-Dykes & Lord
91 Wimpole Street
London W1M 8AH (GB)

⑤ A record book or pad.

57 A record book or pad has its sheets formed in pairs each with a removable sheet 1 overlying a record-sheet 2. The record sheets 2 are bound at a spine edge part 3 by binding rings 5. Opposed faces 1A and 2A of the sheets in each pair are provided with direct image transfer means (such as reactive coatings or ink capsules) by which a message applied by pressure to the removable sheet 1 is reproduced on the record sheet 2. Leaf edge parts 10 and 11 of the sheets in each pair are retained together by means which permits removal of the removable sheet 1 from the record sheet 2. Such retention may be by low tack adhesive on the removable sheet 1, by permanent adhesive and a line of weakness on the removable sheet 1 or by providing a line of weakness between the removable sheet and the record sheet where those sheets are formed by folding a single sheet. By retaining the leaf edge parts 10 and 11 together, a barrier sheet 25 may be interposed easily and selectively between successive pairs of sheets.

Each removable sheet 1 may be extended by a filler sheet portion into the binding rings 5 to provide the book or pad with a uniform thickness.



EP 0 601 696 A1

TECHNICAL FIELD & BACKGROUND ART

The present invention relates to a record book or pad of the type having record sheets and removable sheets in overlying relationship and which are disposed alternately to provide pairs each with one record sheet underlying one removable sheet. Such books or pads are known, for example as discussed in our G.B. Patent Specification 2,214,131B in which image transfer means is provided between the record sheet and removable sheet in each pair so that a marking applied by pressure to a removable sheet is reproduced on the underlying record sheet with which it is paired. A so-marked removable sheet may then be removed from the book or pad for presentation as required while a record of the marking is maintained on the record sheet of the book or pad.

A popular and commercially successful form of image transfer means provided between a removable sheet and record sheet in a pair results in direct image transfer of a marking between the two sheets (that is without the necessity of interposing conventional carbon copy paper between the pair of sheets). Such form of direct image transfer means is well known in the art and generally one or both of the directly opposing faces of the record sheet and removable sheet in a pair are formed or treated so that they respond to the pressure of marking on the removable sheet to reproduce a copy of the marking on the record sheet. For example, one or both of the aforementioned opposed faces of the sheets may have minute ink capsules which burst in response to the pressure of marking to reproduce the marking on the record sheet or the aforementioned opposed faces may have chemically reactive coatings that inter-react in response to the pressure of marking to produce a copy of the marking on the record sheet. Examples of sheets which incorporate direct image transfer means having ink capsules are sold under the Trade Mark NCR and examples of sheets having reactive coatings are marketed under the Trade Name Iden by Wiggins Teape Carbonless Papers Limited and under the Trade Name Signal by Carrs Papers Limited; many other sheets are known which incorporate direct image transfer means such as those provided by Mead Products Inc., and Waterlow Petty.

With record books or pads of the kind discussed having sets of removable sheets and record sheets disposed in pairs with direct image transfer means between the sheets of each pair it is advisable during use to interpose a barrier sheet between the record sheet of the uppermost pair of sheets and the removable sheet of the immediately underlying pair. The purpose of the barrier sheet is to alleviate the pressure of marking the removable

sheet above the barrier sheet from being transmitted to cause a reproduction of the marking on a record sheet beneath the barrier sheet. As a consequence a user of the record book or pad frequently has to reposition the barrier sheet between successive pairs of sheets with the inconvenience of ensuring that the barrier sheet is correctly placed between appropriate record and removable sheets of adjacent pairs. It is an object of the present invention to provide a record book or pad of the kind generally discussed and by which the aforementioned inconvenience may be alleviated.

STATEMENT OF INVENTION & ADVANTAGES

According to the present invention there is provided a record book or pad comprising record sheets and removable sheets in overlying relationship, the sheets being disposed alternately to provide pairs with a removable sheet overlying a record sheet in each pair; each record sheet having a longitudinally extending spine part adjacent to a spine edge of the book or pad; binding means engaging said spine parts to maintain the record sheets in book or pad form; direct image transfer means for each pair of sheets whereby a marking applied by pressure to each removable sheet directly forms a copy of that marking on the underlying record sheet paired therewith; and wherein the record sheet and removable sheet of each pair have longitudinally extending leaf edge parts spaced laterally from the spine edge and said leaf edge parts of the sheets in a pair are retained together by means which facilitates the sheets in a pair to be turned about the binding means from said leaf edge parts in unified manner and permits the removable sheet or a portion thereof to be readily removable from the record sheet with which it is paired.

By the record book or pad of the present invention the removable sheet and record sheet in each pair are retained together at longitudinally extending leaf edge parts of those sheets from which leaf edge parts they can be turned together as a pair of sheets, in a similar manner to a single page, about the binding means. By this arrangement, it is a simple matter to insert a barrier sheet, such as a plastics sheet or card successively between the pairs of sheets and the possibility is alleviated of inadvertently inserting the barrier sheet between the removable and record sheets of a pair. Furthermore, the retention between the leaf edge parts in a pair of sheets is arranged so that the removable sheet is readily removable, for example by peeling or tearing, from the record sheet in its pair whereby following the application of a marking to the removable sheet, that sheet may be removed from the record book or pad and pre-

sented or displayed as required while a copy of the marking is retained on the record sheet within the book or pad.

The direct image transfer means for directly forming a copy of a marking applied to a removable sheet on the record sheet paired therewith may be of a kind well known in the art such as the previously mentioned examples of ink capsules on either or both of the directly opposed faces of the sheets in a pair and which capsules burst in response to the marking pressure or by reactive coatings on the directly opposed faces of the sheets in a pair which inter-react in response to marking pressure to provide the copy on the record sheet.

Generally the record book or pad will be of rectangular configuration in which the spine edge forms one side edge (which may be a top or bottom edge) of the book or pad and the leaf edge parts of the record sheets and removable sheets are located at a leaf edge of the book or pad that is parallel with the spine edge and forms the opposite side edge of the book or pad.

In one form of construction the removable sheet and record sheet of a pair may, in effect, be continuous one with the other and folded in the region of the respective leaf edge parts into the required overlying relationship for the removable sheet to be readily removable from the record sheet with which it is paired by tearing along the region of the fold. To facilitate this latter tearing, a longitudinally extending line of weakness may be provided at the leaf edge part of the removable sheet, conveniently along a line of the fold.

In another form of construction the leaf edge parts of the record sheet and removable sheet in a pair may be retained together by adhesive and the removable sheet of that pair provided with a line of weakness which permits a portion of that removable sheet to be removed from its leaf edge part which remains adhesively secured to the record sheet with which it is paired.

In a still further form of construction the leaf edge parts of the record sheet and removable sheet in a pair may be retained together by a low tack adhesive carried by the removable sheet. The use of low tack adhesive is well known for paper stationery products such as message or memo pads of the type sold under the Trade Mark "NOTE STIX" or the Trade Mark "POST IT" notes where the adhesive provides relatively low adhesion characteristics which permit repeated adhesive contact and removability of a sheet from a receptive surface (which may be, for example, of paper, wood, metal and plastics) and which, upon removal, substantially none of the low tack adhesive is deposited on the receptive surface. By use of such low tack adhesive to retain the leaf edge parts

of the record sheet and removable sheet in a pair together it will be apparent that the removable sheet or a portion thereof (which will typically bear a manuscript note of a telephone message) when peeled or removed from the book or pad and carrying the low tack adhesive can temporarily be attached by its low tack adhesive to a receptive surface where it may be prominently displayed. Where the removable sheet carries a low tack adhesive the record sheet may carry a release agent with which the low tack adhesive of the removable sheet contacts to retain the leaf edge parts of the sheets in a pair together whilst the release agent facilitates removal of the low tack adhesive on the removable sheet from the record sheet.

The binding means for the record sheets preferably permits the sheets which are bound together to be turned from their overlying relationship in the book or pad and substantially through 360° into back-to-back relationship. This has the advantage of maintaining the book or pad in a compact condition while successively presenting new removable sheets for use. The binding means is preferably in the form of a ring or spiral binding.

The binding means may engage solely the record sheets in the pairs of sheets in which case the number of sheets at the spine edge of the book or pad may be half the number of sheets presented by the pairs of sheets.

Alternatively, the removable sheet of a pair may have a filler sheet portion by which that removable sheet extends to provide a spine part adjacent to the spine edge of the book or pad and the binding means may engage the filler sheet portions to retain those portions in the book or pad whilst the removable sheet or a portion thereof is readily removable from the filler sheet portion with which it is associated. With this arrangement the number of sheets provided at the spine edge of the book or pad and with which the binding means engages can correspond with the number of record and removable sheets so that the stack of sheets in the book or pad present a uniform thickness from the spine edge to the leaf edge parts. The filler sheet portion may be in the form of a strip separate from the removable sheet with which it is associated or alternatively the removable sheet and filler sheet portion with which it is associated may be connected together through a longitudinally extending line of weakness which permits the removable sheet (or a portion thereof) to be torn easily from the filler sheet portion so that the latter remains as a stub on the binding means in the book or pad.

The previously mentioned barrier sheet will usually be made available with the book or pad and is preferably incorporated in the book or pad to be

capable of being interposed selectively between two adjacent overlying pairs of record and removable sheets to alleviate marks applied by pressure to a removable sheet above the barrier sheet from being reproduced on a record sheet beneath the barrier sheet. Preferably the barrier sheet is formed as part of a cover for the book or pad which is adjustable to be inserted between two adjacent overlying pairs of record and removable sheets in a direction normal to the longitudinally extending leaf edge parts.

The removable sheet of a pair may be subdivided by divisions (which will usually extend perpendicularly relative to the spine edge) into at least two planar sheet portions (typically four or five sheet portions in a telephone message book), each of which sheet portion is removable independently from the record sheet with which that removable sheet is paired. Usually the sheet portions of a removable sheet will be paired with a single record sheet which is common for those sheet portions.

The record book or pad may, in use, be intended to have the bound spine edge at the top, bottom or a side edge of the book or pad, the position of the spine edge in use usually being determined by the orientation of text which will often be printed on the removable sheet (possibly with corresponding printing on the record sheet). For example, text may be printed on the removable sheet so that when such text is read in conventional manner, the bound spine edge is on the righthand side of the book or pad, this may be particularly convenient for lefthanded users to ensure that the binding means is clear of the writing hand.

DRAWINGS

Embodiments of a record book or pad constructed in accordance with the present invention will now be described, by way of example only, with reference to the accompanying illustrative drawings, in which:-

Figure 1 is a perspective view of a record sheet and removable sheet disposed as a pair, several of which pairs are bound together in overlying relationship for a first embodiment of the book or pad;

Figure 2 is an end view of the first embodiment of the book or pad and shows a barrier sheet therein;

Figure 3 is a perspective view of a second embodiment of the book or pad and shows a barrier sheet formed as part of a cover for that book or pad;

Figure 4 is a perspective view of a record sheet and removable sheet formed as a pair and several of which may be bound together in over-

lying relationship to form a third embodiment of the book or pad, and

Figure 5 is a perspective view of a book or pad modified to include filler sheet portions for the removable sheets.

DETAILED DESCRIPTION OF DRAWINGS

The record books or pads illustrated are typically used for issuing memoranda or taking notes of telephone messages and each comprises a stack of overlying paper sheets which consist of alternately disposed removable sheets 1 and record sheets 2. The sheets are formed in pairs, each of which has a removable sheet 1 overlying a record sheet 2. The sheets 1 and 2 are rectangular so that a stack of several pairs of the sheets in overlying relationship will provide the book or pad with a generally rectangular profile. Usually the pairs of sheets in a book or pad will be of identical form. A longitudinally extending spine part 3 of each record sheet 2 is provided with apertures 4 by which the record sheets in a stack of the sheet pairs are bound in book or pad form by binding rings 5 located at a spine edge 6 of the book or pad to extend through the holes 4.

The removable sheet 1 and record sheet 2 have longitudinally extending leaf edge parts 10 and 11 respectively which are parallel with the spine edge 6 and spaced laterally therefrom. The leaf edge parts 10 and 11 of a pair of sheets coincide and present a leaf edge 7 to the book or pad when the pairs are stacked and retained by the binding rings 5. As will be seen from Figures 1 to 4, each removable sheet 1 has a width or lateral extent from the longitudinally extending leaf edge 7 which is less than the width or lateral extent of the record sheet 2 from that edge 7. In each case the leaf edge parts 10 and 11 of the sheets 1 and 2 in a pair are retained together 50 that a pair of sheets can be turned from the leaf edge 7 in unified manner, effectively as a single page, about the binding rings 5. The binding rings 5 (or an equivalent spiral binding) is preferred so that the pairs of sheets in the book or pad can be turned successively through 360° about the rings 5 into back-to-back relationship.

The removable sheet 1 and record sheet 2 in a pair have faces 1A and 2A respectively which directly oppose each other in overlying relationship and either or both of these faces is provided with direct image transfer means by which a marking applied by pressure on to the upper exposed face of a removable sheet 1 may be reproduced on the underlying face 2A of the record sheet with which that removable sheet is paired. In Figure 1 this is indicated by marking the word "MESSAGE" on the removable sheet 1. The direct image transfer

means can be of a kind well known in the art such as those previously discussed herein where the faces 1A and 2A may contain minute ink capsules which burst in response to the marking pressure to provide the reproduction on the face 2A or where the faces 1A and 2A have reactive coatings which inter-react under the marking pressure to provide the copy on the face 2A.

In the embodiment of Figures 1 and 2 the leaf edge parts 10 and 11 are retained together by a longitudinally extending line of permanent adhesive 20. Provided in the removable sheet 1 is a line of weakness formed by a longitudinally extending array of perforations 21 which extend parallel with and adjacent to the adhesive line 20. With this arrangement and following use of a pair of sheets 1 and 2 to reproduce a mark or message applied to the removable sheet 1 on the record sheet 2, a portion 1' of the removable sheet can be torn along the line of perforations 21 and removed from the record sheet 2 with which it is paired. The portion 1' of the removable sheet can thus be presented as required while a record of the marking is retained on the sheet 2.

In Figure 2, and purely for convenience of illustration, the record book or pad is formed with three pairs of sheets shown in Figure 1 but in practice many more such pairs are likely to be provided. During use of the book or pad a barrier sheet 25 (usually of relatively thick card or plastics) will be inserted between the two adjacent uppermost pairs of sheets in the stack. The purpose of the barrier sheet 25 is to prevent the pressure applied during marking of the uppermost removable sheet 1 in the stack from being transmitted to a record sheet 2 which is located beneath the barrier sheet so that unwanted copies of the marking are not inadvertently reproduced. Following use of the top pair of sheets in the arrangement shown in Figure 2 and removal of the sheet portion 1', the record sheet 2 of the top pair can be turned through 360° on the rings 5 (carrying with it the leaf edge part 10 of the removable sheet with which it was paired) into back-to-back relationship with the bottom sheet. The barrier sheet 25 can now be repositioned to be interposed between the adjacent record and removable sheets of the successive two adjacent pairs of sheets. By having the sheets 1 and 2 in a pair retained together at their leaf edge parts it will be apparent that the successive pairs of sheets can be easily separated from each other at the leaf edge 7 for selectively positioning of the barrier sheet 5 in a direction through the leaf edge of the book or pad - this alleviates the possibility of inadvertently inserting the barrier sheet 25 between the record sheet and removable sheet of a pair.

In the embodiment shown in Figure 3 the leaf edge parts 10 and 11 of the removable and record sheets in a pair are retained together by a longitudinally extending line of low tack adhesive 30 carried by the face 1A of the removable sheet. Following use of a pair of sheets to reproduce a marking on the record sheet from marking applied by pressure to the overlying removable sheet, the removable sheet 1 is pulled or peeled as a whole from the record sheet 2 with which it is paired carrying with it the strip of low tack adhesive 30 by which that removable sheet can temporarily be adhered to a receptive surface. Low tack adhesive and its characteristics are well known in the art of stationery materials as previously discussed herein and as such further discussion is considered superfluous. However, it will be usual for the leaf edge part 11 on the face 2A of the record sheet to be provided with a release agent (such as a silicon coating) with which the low tack adhesive contacts to facilitate removal of the removable sheet from the record sheet when required.

In Figure 3 a barrier sheet 25A is provided (to serve a similar purpose as the barrier sheet 25 in Figure 2) which is formed as part of a cover or jacket 25B for the front and back of the book or pad. The cover 25B is adjustable for its barrier sheet part 25A to be repositioned selectively and successively between the pairs of sheets in the stack by inserting the barrier sheet in a lateral direction through the leaf edge of the book or pad. When the book or pad is not required for use, the barrier sheet part 25A may be positioned to overlie the uppermost removable sheet 1 in the stack of pairs to provide a protective front cover. A similar cover 25B may be provided for the other embodiments discussed herein.

In the embodiment of Figure 4 the removable sheet 1 and record sheet 2 of a pair are formed from a single sheet of paper which is folded along a line 40 into the overlying relationship required of the sheets in that pair, the fold line 40 being effected between the leaf edge parts 10 and 11 of the respective sheets 1 and 2. The aforementioned single sheet may also be provided with a longitudinally extending line of weakness in the form of an array of perforations 40A presented at the leaf edge of the book or pad along the fold line 40 between the leaf edge parts 10 and 11 of the sheets in the pair. With this arrangement it will be appreciated that following use of the sheets in a pair to reproduce a marking on the record sheet 2 applied by pressure on the removable sheet 1, the removable sheet 1 may be torn from the book or pad along the weakness formed by the fold line 40 (or more conveniently along the line of perforations 40 which may be provided); furthermore the pair of sheets may be turned on the ring binding from the

leaf edge 7 in unified manner to facilitate location of a barrier sheet as previously discussed. By forming the removable sheet and record sheet in a pair by folding a single sheet, the direct image transfer means applied to either or both the faces 1A and 2A of those sheets may conveniently be applied to one face of the single sheet.

If required the removable sheet 1 can carry a region of low tack adhesive on its face 1A remote from its leaf edge part 10 to facilitate temporary adherence of that sheet to a receptive surface when removed from the record book or pad; such a region of low tack adhesive is indicated as a strip 50 in Figure 4 along the edge of the sheet 1 remote from and parallel to its leaf edge part 10 - similarly located strips 50 may be provided on the removable sheets 1 in Figures 1 to 3 and 5. The strips 50, if provided, conveniently serve to stabilise the position of the removable sheet 1 on the record sheet 2 of its pair during the application of a marking to the removable sheet.

It will be seen from Figure 2 that the pairs of sheets in the book or pad are bound by the rings 5 solely through the spine edge parts 3 of the record sheets so that the number of sheets engaged by the rings is half that of the number of sheets in the pairs in the book or pad. This will also apply to the arrangement shown in Figures 3 and 4 and may be inconvenient for binding purposes. To alleviate this the previously described books or pads may be modified as shown in Figure 5 in which the removable sheet 1 is effectively extended to fully overlie the record sheet 2 with which it is paired and to be incorporated in the binder rings 5. For this purpose each removable sheet is provided with a coplanar spine edge part in the form of a filler sheet or strip 45 having holes 46 through which the binding rings 5 are received. The filler strip 45 may be separate from its associated removable sheet 1. Alternatively the removable sheet 1 may be attached to the filler strip 45 through a line of weakness such as a longitudinally extending array of alternately disposed long slits 47 and short tags 48 which permit the removable sheet 1 to be readily torn from the strip 45 prior to that removable sheet 1 being ripped or removed from the record sheet with which it is paired. By providing each removable sheet with a filler strip 45 it will be realised that the number of sheets with which the binding engages corresponds to the number of sheets presented by the pairs in the record book or pad.

In Figure 1 the removable sheet 1 is subdivided by a laterally extending line of weakness 55 into separable portions of that sheet so that each portion may be individually removed from the book or pad following use by tearing along the line of weakness 55. Such sub-division is optional and may be applied to the other embodiments dis-

cussed herein. Typically record books for telephone messages will have the removable sheet 1 sub-divided into four or five separable portions by longitudinally spaced and parallel lines of weakness 55.

Usually the removable sheet 1 will have a printed text convenient for the guidance of users in applying a message thereto (it will also be usual for the record sheet 2 to have a corresponding printed text) and this text will normally determine the orientation of the book or pad in use, for example whether the spine edge 6 is at the top, the bottom or a side edge of the book or pad. In Figure 1 the "MESSAGE" is shown applied with the spine edge at the lefthand edge of the book or pad (as is usually convenient for righthanded users) but it will be appreciated that with appropriately orientated text on the removable sheet 1 the spine edge 6 may be intended to be on the righthand edge of the book or pad as convenient for lefthanded users to alleviate the possibility of the binding rings 5 interfering with the writing hand.

Claims

1. A record book or pad comprising record sheets and removable sheets in overlying relationship, the sheets being disposed alternately to provide pairs with a removable sheet overlying a record sheet in each pair; each record sheet having a longitudinally extending spine part adjacent to a spine edge of the book or pad; binding means engaging said spine parts to maintain the record sheets in book or pad form; direct image transfer means for each pair of sheets whereby a marking applied by pressure to each removable sheet directly forms a copy of that marking on the underlying record sheet paired therewith; and wherein the record sheet and removable sheet of each pair have longitudinally extending leaf edge parts spaced laterally from the spine edge and said leaf edge parts of the sheets in a pair are retained together by means which facilitates the sheets in a pair to be turned about the binding means from said leaf edge parts in unified manner and permits the removable sheet or a portion thereof to be readily removable from the record sheet with which it is paired.
2. A book or pad as claimed in claim 1 in which the leaf edge parts of the record sheets and removable sheets are located at a leaf edge of the book or pad which is substantially parallel with the spine edge.
3. A book or pad as claimed in either claim 1 or claim 2 in which a line of weakness is provided

at the leaf edge part of a removable sheet by which that sheet is readily removable by tearing from the record sheet with which it is paired.

4. A book or pad as claimed in any one of the preceding claims in which the removable sheet and record sheet of a pair are formed from a substantially continuous sheet folded into said overlying relationship for the record sheet and removable sheet and said removable sheet is removable from the record sheet in its pair by tearing along the region of said fold.
5. A book or pad as claimed in claim 4 when appendant to claim 3 in which a said line of weakness is provided along the region of said fold.
6. A book or pad as claimed in any one of the preceding claims in which the leaf edge parts of the record sheet and removable sheet in a pair are retained together by adhesive and the removable sheet of that pair is provided with a line of weakness which permits a portion of that removable sheet to be removed from the leaf edge part thereof which is adhesively secured to the record sheet with which it is paired.
7. A book or pad as claimed in any one of the preceding claims in which the leaf edge parts of the record sheet and removable sheet in a pair are retained together by low tack adhesive carried by the removable sheet and which low tack adhesive is presented on the leaf edge part of the removable sheet when removed from the book or pad for use in adhering that sheet to a receptive surface.
8. A book or pad as claimed in claim 7 in which the record sheet carries a release agent at its leaf edge part with which agent the low tack adhesive of the removable sheet contacts in retaining the leaf edge parts together and said agent facilitates removal of the low tack adhesive carried by the removable sheet from the record sheet.
9. A book or pad as claimed in any one of the preceding claims in which the removable sheet of a pair has a filler sheet portion by which that removable sheet is effectively extended to the spine edge of the book or pad and said binding means engages the filler sheet portion to retain that portion in the book or pad and wherein said removable sheet is readily removable from the filler sheet portion with which it

is associated.

10. A book or pad as claimed in claim 9 in which the filler sheet portion is a strip of sheet separate from the removable sheet with which it is associated.
11. A book or pad as claimed in claim 9 in which the removable sheet and filler sheet portion with which it is associated are connected through a longitudinally extending line of weakness which permits ready removal of the removable sheet from its associated filler sheet portion.
12. A book or pad as claimed in any one of the preceding claims and including a barrier sheet which is capable of being interposed between two adjacent overlying pairs of record and removable sheets to alleviate marking applied by pressure to a removable sheet above the barrier sheet from being transmitted to a record sheet which underlies the barrier sheet.
13. A book or pad as claimed in claim 12 in which the barrier sheet is formed as part of a cover of the book or pad which is adjustable to be interposed selectively between two said adjacent overlying pairs of record and removable sheets in a direction normal to the longitudinally extending leaf edge parts of those pairs.
14. A book or pad as claimed in any one of the preceding claims in which the binding means permits the pairs of sheets to be turned successively from said overlying relationship through substantially 360° into back-to-back relationship.
15. A book or pad as claimed in claim 14 in which the binding means comprises a ring or spiral binding.
16. A book or pad as claimed in any one of the preceding claims in which the removable sheet of a pair is sub-divided into at least two planar sheet portions each of which is removable independently from the record sheet with which that removable sheet is paired.
17. A book or pad as claimed in claim 16 in which the removable sheet which is sub-divided into removable sheet portions is paired with a single record sheet which is common for said sub-divided portions.
18. A book or pad as claimed in any one of the preceding claims in which the removable sheet

carries, on its face which is adjacent to an opposing face of the record sheet with which it is paired, a region of low tack adhesive remote from its leaf edge part.

19. A book or pad as claimed in claim 18 in which said region of low tack adhesive is formed as a strip remote from and substantially parallel to the leaf edge part of the removable sheet which carries it.

20. A book or pad as claimed in any one of the preceding claims in which the removable sheets are provided with printed text for the guidance of users and which text is orientated so that when read in the manner intended by the user, the spine edge presents a righthand side edge of the book or pad and the leaf edge parts present a lefthand side edge of the book or pad for convenience of lefthanded users.

5

10

15

20

25

30

35

40

45

50

55

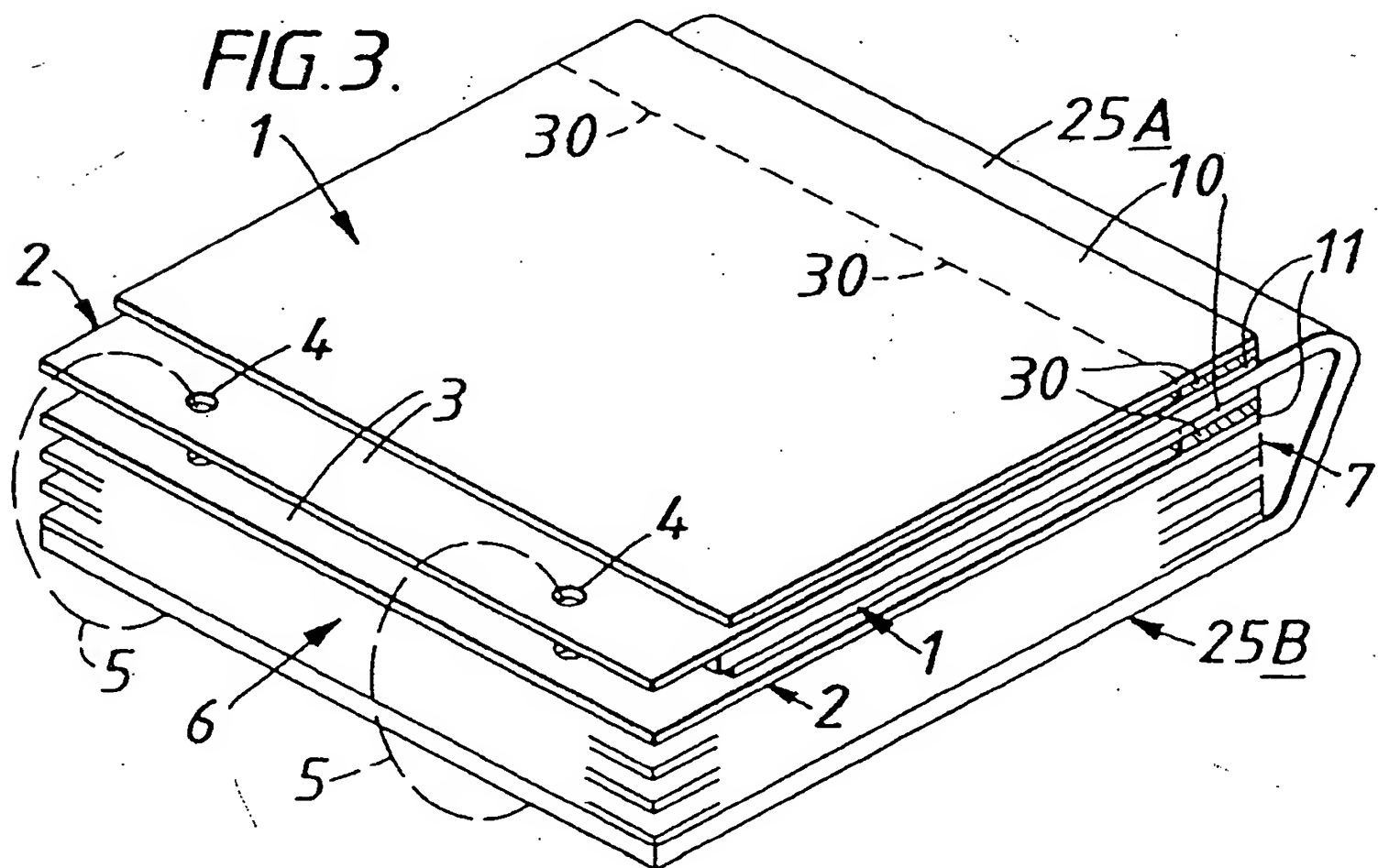
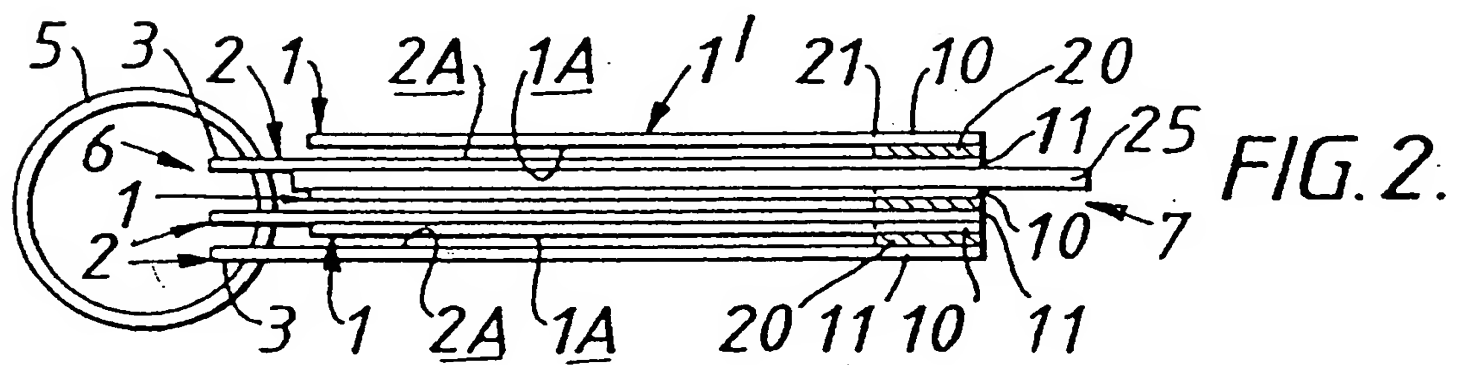
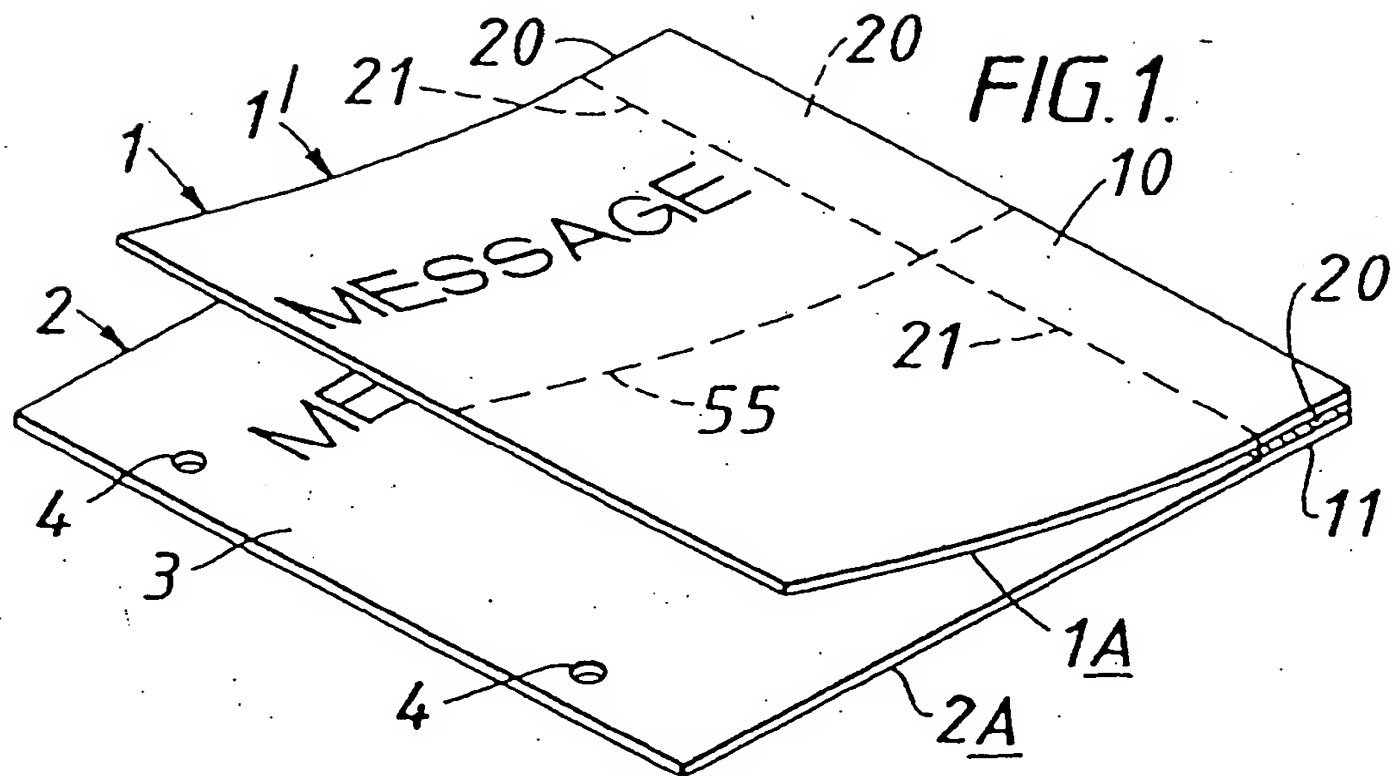


FIG. 4.

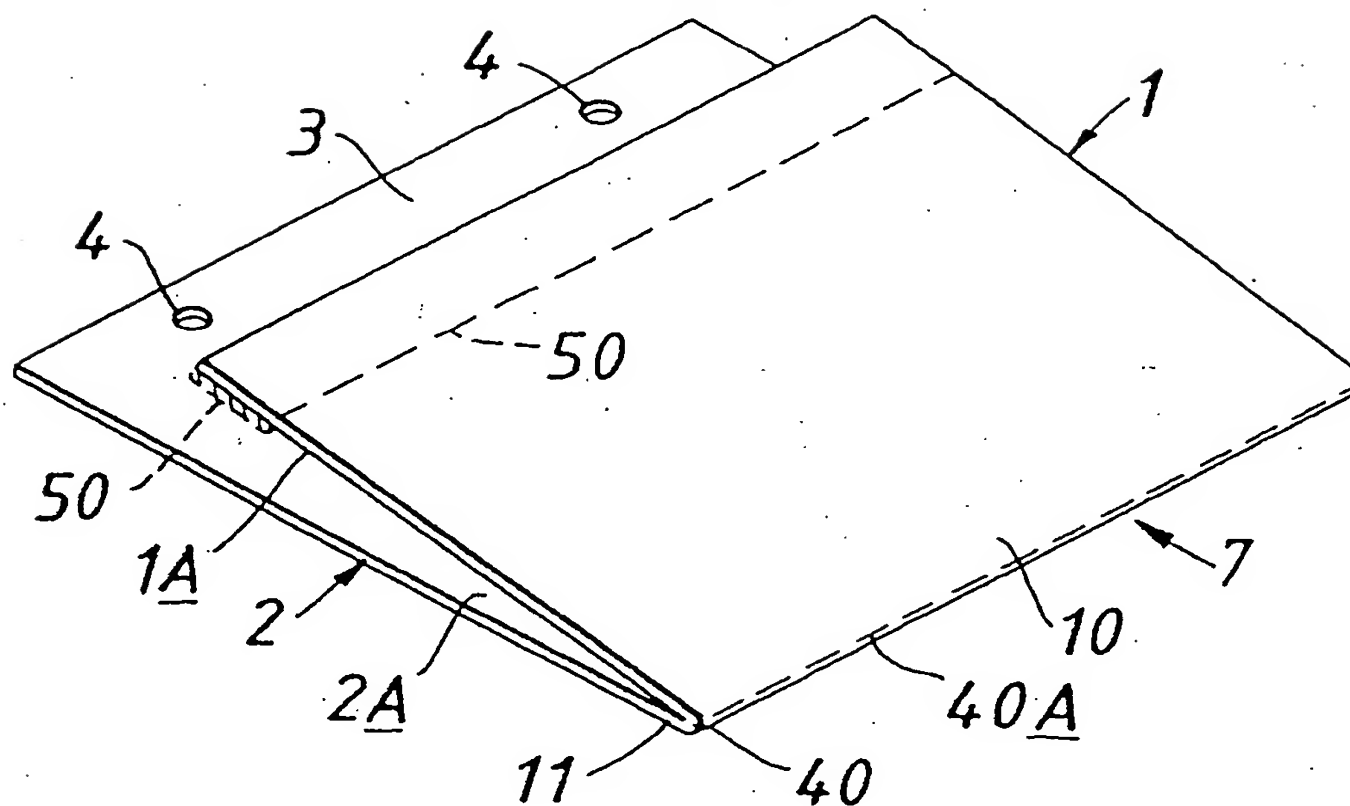


FIG. 5.

